

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
DIVISION OF QUALITY ASSURANCE

**CHANGE OF STATUS APPLICATION
FOR REGISTRATION / LICENSE OF
INFANT, FAMILY, GROUP, and CENTER DAY CARE FACILITY**

Name _____ Phone # _____

Name of Facility _____

Physical Address _____

Street

City

State

Zip

Mailing Address _____

Street

City

State

Zip

Directions to day care site (From the nearest major street or highway) _____

I would like to change my registration status

From: ☐ Family ☐ Group ☐ Center

To: ☐ Family* ☐ Group** ☐ Center***

*(Family homes allow a maximum of 6 children) **(Group homes allow a maximum of 12 children)

*** (Centers are licensed to take over 12 children, maximum number of children allowed varies)

Number of own children, under the age of 6, that will be cared for at the facility: _____

**Please mark the youngest and oldest age
of children, you wish to provide care to:**

0	1	2	3	4	5	6	7	8	9	10	11	12

Hours of operation (days and hours): _____

OVERLAP CARE:

Are you, or do you wish to be, certified for Overlap Care? ☐ Yes ☐ No ☐ Already Approved

If Yes or already approved, Please Answer next question

Are your Overlap Times changing, or is this a new request? ☐ Yes ☐ No **If Yes, Please complete Overlap Form.**

DAY CARE LOCATION:

Is the day care located in your residence? [] Yes [] No

If Yes, Please complete both the Household Member table and the Caregivers table

If No, you only need to complete the Caregivers table.

HOUSEHOLD MEMBERS

*In the space provided below please include the name and birth date, of all persons presently living in the home, where day care will be provided. **(Please include yourself, if you reside there)**

Name	Date Of Birth	Relationship
1		
2		
3		
4		
5		

CAREGIVERS

Please list the names, addresses, and phone number of all persons responsible for the direct care and supervision of children in your facility and indicate whether they are full or part time.

PS# (From PS# Card)	NAME	POSITION	WORKS 160 Hrs/Yr	
			More Than	Less Than
1				
2				
3				
4				

- a. *Each person over 18 living in the home and all care givers are required to complete a RELEASE OF INFORMATION Form. **
- If a household member or a caregiver has lived outside of Montana within the last five years, that person will need to obtain an out of state background check.
- b. *Each person over 18 living in the home and all care givers are required to complete a STATEMENT OF HEALTH Form. **
- c. *Each person over 18 living in the home and all caregivers are required to supply copies of their immunizations to the Child Care Licensing Program.*
Immunizations required are:
 1. *MMR, if born after 1-1-57*
 2. *MMR or a Positive Rubella Titer test is required for those born prior to 1-1-57*
 3. *Tetanus/Diphtheria (required every 10 years)*
- d. *All caregivers must hold a current course completion card in Infant, Child, and Adult CPR (regardless of the ages that are in care) and Standard First Aid*

❖ The above forms are to be completed by each person over 18 living in the home and all care givers

COMMENTS: (Please, attach another sheet)

In Accordance with the Montana Child Care Act, (52-2-702-714), Montana Code Annotated, I hereby request the re-issuance of a Infant, Family, Group, or Day Care Center Certificate of Registration / License on the basis of my affirmation of the following statements:

Please
Initial

- _____ a. I have received and have read a copy of the State Regulations for Family Group Day Care Homes, Day Care Centers and Infant Care.
- _____ b. I certify, to the best of my knowledge and belief that, I will be in compliance with the State Regulations for Family/Group Day Care Homes, Day Care Centers, and Infant Care, while children are in care.
- _____ c. I understand that I cannot care for more children at any one time than are indicated by the Registration/License Certificate. This number includes my own children under the age of 6 years.
- _____ d. I understand that any complaints about my registered/licensed day care facility may be investigated by a representative of the Department, without prior notification.
- _____ e. I understand that my registered/licensed day care facility may be visited, and I will allow worker entry.
- _____ f. If I move to another address or stop providing care to children I must notify the Department of Public Health and Human Services, Child Care Licensing Program.
- _____ g. I understand that the name and address of my registered day care home will appear on a list which is maintained by the Department of Public Health and Human Services
- _____ h. I will keep the necessary Insurance in force covering the total number of children I am caring for. I certify that I have adequate Public Liability and Fire Insurance for the purpose of conducting child day care. **Your insurance agent must complete the “Insurance Verification Form”.** If you are renting we need a copy of your landlords Fire Insurance and written approval from your landlord that he does not mind you providing day care services.
- _____ i. I will provide the department with the names, addresses, phone numbers, and parents’ names, of each child in my care whenever requested to do so by the department.

To the best of my knowledge and belief, all information I have given to the Department of Public Health and Human Services and/or its authorized agents on this form is true and correct. I will supply true and correct information requested during all subsequent contacts.

(Signature)

(Date)

TO BE COMPLETED BY A NOTARY PUBLIC:

Taken, Sworn, and subscribed before me, this _____ day of _____ A.D. _____

(Notary Public for the State of Montana)

Residing at _____

My Commission Expires _____